

# **Albany Area Arts Council, Inc**

## **Meeting Agenda**

March 28, 2022

5:30PM – 6:30PM

Type of Meeting: Full Board

Meeting Facilitators: Nicole Williams, Executive Director

Invitees:

Nicole Williams (ED)

Wendy Howell (President)

Will Davis (VP)

Jenny Collins (Secretary)

Jim Ligon (Treas.)

Bill Swan (Past Pres.)

Kayanne Blackwell

Sandy Peacock

Reedi Hawkins

Sarah Schatz

Rachel Mansfield

Tim Brock

Haley West

Anthony Johnson

Britney Alfred

- I. Call to order
- II. Roll Call
- III. Approval of minutes from 11.22.2021 meeting. (Page 2)
- IV. Review of Treasury Reports
  - a) Treasury Reports current 3.23.22 (Page 3)
    - Operational Acct: \$39,526.88
    - Special Events Acct: \$7,187.79
    - Savings Acct: \$12,036.50
  - b) Profit and Loss against Budget reporting FY to 10.25.2021 (Pages 4-7)
    - Income - Annual Budget: \$96,817.00 / FY to Date: \$41,432.78
    - Expenses - Annual Budget: \$94,633.00 / FY to Date: \$38,731.15
- V. Executive Committee Reports
  - a) Strategic Planning Update
- VI. Project / Committee / Task Force Reports / Requirements
  - a) Albany Area Artist Network Report
  - b) JAS Update
- VII. Executive Director Report
- VIII. Old Business
- IX. New Business to Introduce
- X. A Next Full Board Meeting: Monday, April 25, 2022 @ 5:30PM by Zoom
- XI. Adjournment

**Albany Area Arts Council, Inc.**  
**Executive Committee**  
**November 22, 2021**  
**MINUTES**

**Attendees:** Nicole Williams (Executive Director), Wendy Howell (President), Jim Ligon (Treasurer), Reedi Hawkins, Tim Brock, Rachel Mansfield, Sandy Peacock, Haley West, Anthony Johnson, and Bill Swan

Nicole Willis (ED) to take minutes for Jenny Collins (Secretary, unable to attend).

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Meeting called to order at 5:37 p.m. by Wendy Howell, President.

Minutes were reviewed. Bill Swan motioned for approval. Jim Ligon second. Minutes approved.

Jim Ligon presented Treasurer's Report.

Wendy Howell, Will Davis and Jim Ligon will be serving on the Nominating Committee.

Arts Cypher Committee Chair, Rachel Mansfield led discussion to select February 11, 2022 as new (rescheduled) date for event. The Artist Network will continue to be promoted on the Albany Area Arts Council social platforms.

**Executive Director Report:**

- 'Meet the Artist Open House' on Thursday, November 4 from 4 – 8PM was well attended with 70 guests and \$900 in art sales.
- 2022 Sponsorship Drive – Ready for December rollout. Thanks to Jenny, Sandy, Jim, Will and Wendy for assistance personalizing letters.
- Board Holiday Party – Discussed plans, still no final location.

**Old Business:**

- New board member application will be resent by Nicole Williams to the Board of Directors for review.
- Discussed creating Tri Fold marketing brochures for facility rental.

**New Business:**

- None introduced.

Next meeting will be on January 24, 2022.

With no other voting business needing to be conducted, Bill Swan motioned for adjournment. Anthony Johnson seconded. Meeting was adjourned 6:29 p.m.

Minutes respectfully submitted by Nicole Willis, Executive Director.

Albany Area Arts Council  
**Balance Sheet**  
As of March 23, 2022

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	<u>Mar 23, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
AAAC operational (AB&T)	39,516.88
AAAC Savings (Back Up )	12,036.50
AAAC Special Events	7,187.79
<b>Total Checking/Savings</b>	<u>58,741.17</u>
<b>Total Current Assets</b>	<u>58,741.17</u>
<b>Fixed Assets</b>	
15000 · Furniture and Equipment	30,470.00
17100 · Accum Depr - Furn and Equip	-30,470.00
<b>Total Fixed Assets</b>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<u><u>58,741.17</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Credit Cards	
Nicole's AAAC Credit Card	524.99
<b>Total Credit Cards</b>	<u>524.99</u>
<b>Other Current Liabilities</b>	
24000 · Payroll Liabilities	
24331 · FICA Payable	535.50
24332 · FIT W/H Payable	385.00
24333 · GAIT W/H Payable	210.00
<b>Total 24000 · Payroll Liabilities</b>	<u>1,130.50</u>
<b>Total Other Current Liabilities</b>	<u>1,130.50</u>
<b>Total Current Liabilities</b>	<u>1,655.49</u>
<b>Total Liabilities</b>	1,655.49
<b>Equity</b>	
32000 · Unrestricted Net Assets	47,959.82
Net Income	9,125.86
<b>Total Equity</b>	<u>57,085.68</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>58,741.17</u></u>

## Albany Area Arts Council

# Profit & Loss Budget Performance

July 2021 through March 23, 2022

Ordinary Income/Expense	<u>Jul '21 - 3.23.22</u>	<u>Annual Budget</u>
<b>Income</b>		
<b>45000 · Investments</b>		
45030 · Interest-Savings, Short-term CD	1.80	5.00
<b>Total 45000 · Investments</b>	<u>1.80</u>	<u>5.00</u>
<b>46400 · Other Types of Income</b>		
46430 · Miscellaneous Revenue	0.00	0.00
46431 · Payroll Protection Loan (CARES)	8,717.00	8,717.00
<b>Total 46400 · Other Types of Income</b>	<u>8,717.00</u>	<u>8,717.00</u>
<b>600 · Statement of Revenue</b>		
602 · Contributions Business	0.00	2,500.00
604 · Contributions Foundations	4,993.90	4,000.00
615 · Memorials	375.00	
616 · Government Grants/ COA	30,000.00	45,000.00
<b>621 · Education Programs/ Exhibits</b>		
621.1 · Art Sale (Artist)	136.10	0.00
621.2 · Art Commission	1,763.69	
621 · Education Programs/ Exhibits - Other	137.50	
<b>Total 621 · Education Programs/ Exhibits</b>	<u>2,037.29</u>	<u>0.00</u>
<b>622 · Corporate Art Shows</b>		
622.1 · MillerCoors Makes Art	0.00	2,500.00
<b>Total 622 · Corporate Art Shows</b>	<u>0.00</u>	<u>2,500.00</u>
<b>626 · Annual Juried Art Show Income</b>		
626.1 · JAS Entry Fee	0.00	2,000.00
626.3 · JAS Sponsorship / Donation	0.00	0.00
626.4 · JAS Art Sales	469.75	0.00
626 · Annual Juried Art Show Income - Other	0.00	0.00
<b>Total 626 · Annual Juried Art Show Income</b>	<u>469.75</u>	<u>2,000.00</u>
<b>628 · Classes</b>		
Dance Classes (ATC Partnership)	0.00	750.00
<b>Total 628 · Classes</b>	<u>0.00</u>	<u>750.00</u>
<b>628.0 · Rental/Facility Income</b>		
628.1 · Security Deposit Liab/Expense	-75.00	10,000.00
628.2 · Security Dep & Reservation Fee	750.00	2,000.00
628.0 · Rental/Facility Income - Other	4,300.00	0.00
<b>Total 628.0 · Rental/Facility Income</b>	<u>4,975.00</u>	<u>12,000.00</u>
629 · Arts Cypher	0.00	7,800.00
<b>630 · Fundraising Events</b>		
620.5 · Over The Edge	0.00	0.00
630.1 · Empty Bowls	0.00	3,500.00
630.2 · Membership	8,350.00	8,045.00
<b>630.3 · Annual Fundraiser</b>		
630.301 · Sponsorships	200.00	
630.3 · Annual Fundraiser - Other	0.00	0.00

## Albany Area Arts Council Profit & Loss Budget Performance July 2021 through June 2022

	<u>Jul '21 - 3.23.22</u>	<u>Annual Budget</u>
Total 630.3 · Annual Fundraiser	200.00	0.00
630 · Fundraising Events - Other	50.00	
Total 630 · Fundraising Events	<u>8,600.00</u>	<u>11,545.00</u>
Total 600 · Statement of Revenue	<u>51,450.94</u>	<u>88,095.00</u>
Total Income	<u>60,169.74</u>	<u>96,817.00</u>
Gross Profit	60,169.74	96,817.00
Expense		
65000 · Operations		
65001 · Janitorial and Cleaning Expense		
65001.1 · Janitorial Contractor	1,350.00	1,800.00
65001.2 · Cleaning Supplies	128.51	200.00
65001.3 · Paper Supplies	99.80	500.00
Total 65001 · Janitorial and Cleaning Expense	<u>1,578.31</u>	<u>2,500.00</u>
Total 65000 · Operations	1,578.31	2,500.00
66000 · Payroll Expenses	10,174.50	13,566.00
700 · Total Expenses		
711 · Salaries		
331 · FICA	-2,409.75	-3,213.00
332 · FED	-3,465.00	-4,620.00
333 · STATE TAXES	-1,890.00	-2,520.00
711 · Salaries - Other	31,500.00	42,000.00
Total 711 · Salaries	<u>23,735.25</u>	<u>31,647.00</u>
730 · Bank Charges		
730.1 · Form Printing	0.00	250.00
730 · Bank Charges - Other	0.00	0.00
Total 730 · Bank Charges	<u>0.00</u>	<u>250.00</u>
732 · Travel and Meetings	351.45	500.00
733 · Computer Expenses		
733.1 · Website, Web Apps & EMarketing	329.55	1,000.00
733.2 · Software Updates	36.00	0.00
733.3 · Printer & Print Related Expense	103.60	170.00
733 · Computer Expenses - Other	482.47	0.00
Total 733 · Computer Expenses	<u>951.62</u>	<u>1,170.00</u>
738 · Depreciation	0.00	1,700.00
744 · Dues, Subscription & Membership	487.00	2,400.00
749 · Board Meetings	0.00	200.00
751 · Nonemployee Expense	160.00	3,000.00
757 · Insurance - Liability	1,853.00	1,600.00
758 · Workmen's Comp. Ins.	370.00	400.00
764 · Advisory Board	0.00	100.00
765 · Legal & Accounting	700.00	1,000.00
766 · Miscellany	0.00	0.00
767 · Advertising & Marketing	0.00	0.00
770 · Office Supplies	422.46	600.00

## Albany Area Arts Council Profit & Loss Budget Performance July 2021 through June 2022

	<u>Jul '21 - 3.23.22</u>	<u>Annual Budget</u>
774 · Postage	337.80	1,300.00
775 · Professional Fees	30.00	50.00
777 · Rental Expense		
777.1 · Security Guard Expense	460.00	1,100.00
<b>Total 777 · Rental Expense</b>	<b>460.00</b>	<b>1,100.00</b>
778 · building Maintenance & repairs		
778.1 · Landscaping & Exterior	55.85	1,500.00
778 · building Maintenance & repairs - Other	159.86	500.00
<b>Total 778 · building Maintenance &amp; repairs</b>	<b>215.71</b>	<b>2,000.00</b>
790 · Telephone, Telecommunications	1,219.73	1,500.00
795 · Utilities	4,515.52	9,000.00
821 · Education Programs/ Exhibits		
821.1 · Publications & Mailing	521.43	1,000.00
821.2 · Catering / Food & Beverage	308.38	3,000.00
821 · Education Programs/ Exhibits - Other	0.00	1,000.00
<b>Total 821 · Education Programs/ Exhibits</b>	<b>829.81</b>	<b>5,000.00</b>
832 · Fund Raising Projects		
832.1 · empty bowls	0.00	0.00
832.2 · Membership	278.58	1,500.00
832.4 · DipJar	0.00	100.00
<b>Total 832 · Fund Raising Projects</b>	<b>278.58</b>	<b>1,600.00</b>
<b>Total 700 · Total Expenses</b>	<b>36,917.93</b>	<b>66,117.00</b>
822 · Special Events Expenses		
822.1 · Family pARTies	0.00	250.00
822.2 · Memorial Exhibition	0.00	1,000.00
<b>Total 822 · Special Events Expenses</b>	<b>0.00</b>	<b>1,250.00</b>
823 · Corporate Art Shows		
823.1 · MillerCoors Makes Art	0.00	1,300.00
<b>Total 823 · Corporate Art Shows</b>	<b>0.00</b>	<b>1,300.00</b>
826 · Annual Juried Art Show Expenses		
826.1 · JAS Catering	0.00	3,000.00
826.2 · JAS Ads, Publications & Mailing	0.00	750.00
826.3 · JAS Awards	0.00	1,500.00
826.4 · JAS Juror Fees	0.00	300.00
826.5 · JAS Miscellaneous Expenses	37.65	150.00
826.6 · JAS Art Sale - Paid to Artist	465.00	
<b>Total 826 · Annual Juried Art Show Expenses</b>	<b>502.65</b>	<b>5,700.00</b>
829 · Arts Cypher Expenses	50.00	3,900.00
830 · Transfers		
830.4 · Paypal Fee	56.62	300.00
<b>Total 830 · Transfers</b>	<b>56.62</b>	<b>300.00</b>
833 · Over the Edge	0.00	0.00
<b>Total Expense</b>	<b>49,280.01</b>	<b>94,633.00</b>
<b>Net Ordinary Income</b>	<b>10,889.73</b>	<b>2,184.00</b>

**Albany Area Arts Council**  
**Profit & Loss Budget Performance**  
July 2021 through June 2022

	<u>Jul '21 - 3.23.22</u>	<u>Annual Budget</u>
Other Income/Expense		
Other Expense		
80001 · Loss on Disposal	0.00	0.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>
Net Other Income	0.00	0.00
Net Income	<u><u>10,889.73</u></u>	<u><u>2,184.00</u></u>